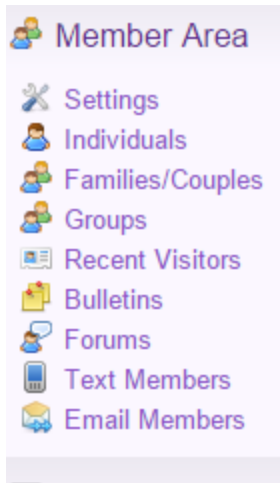


How To Send Email To The Church

1. Login as admin
2. Scroll down and look for the Members Area on the left hand side of the web page.



3. Double click on the Email Members Link and the following page opens.

How To Send Email To The Church

The screenshot shows a web application for managing church communications. On the left is a sidebar with navigation menus: 'Back to Site', 'Control Panel' (with links to Admin Main, Admin Users, General Settings, Site Statistics, Design Chooser, Mailing Lists, Email Center, and Calendar), 'Home' (with links to Settings, Welcome, Announcements, Large Slide Show, Regular Schedule, Feature Photos, and Affiliations), 'File Cabinet' (with links to Photo Drawer, Document Drawer, Media Drawer, and Online Forms), 'Pages' (with links to Manage Pages, Church Staff, Ministries, Photos, About Us, Prayer, About AME, Links, [no title], Contact Us, Sermons, Blog, and Resource Center), 'Donations' (with links to Media Entries, Upload Media, and Settings), and 'Member Area' (with links to Settings, Individuals, Families/Couples, Groups, Recent Visitors, Bulletins, Forums, Text Members, and Email Members).

The main content area is titled 'Mailing Lists > Mass Email Members' and includes a 'Search Help' button. It contains instructions: 'Directions: Select the member(s) you would like to email. To select more than one recipient below, hold down the ctrl/cmd key as you select each entry. Note: In order for the recipients to show up in the email list, you must enter them into the "Individuals" or "Groups" section of your member area.' Below this is the 'Email Recipients' section, which is a scrollable list with the following items: 'All individuals with Email', 'Group: Board of Directors', 'Group: Class Leaders', 'Group: Crystal Clear', 'Group: Men's Fellowship', 'Group: Missionary', 'Group: Pastors', 'Group: Stewards and Finance', 'Group: Stewards Board', and 'Group: Usher Board'. The 'Email of Sender' field is populated with 'mikemonair@outlook.com'. The 'Subject' field contains 'Member Notification:'. The 'Message' section features a rich text editor with a toolbar including options for Source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, font face, font size, and a 'Format' dropdown. Below the editor, there is a question 'Would you also like this mass email to be added as a member bulletin?' with radio buttons for 'No' (selected) and 'Yes'. The 'Time of Delivery' is set to 'Now' and the 'Date of Delivery' is set to '3 June 2015'. There are three attachment fields, each with an 'Attachment Name' and an 'Attachment File' dropdown menu, all currently showing '[Select Document Drawer File Here]'. A note states 'A copy will be sent to the email address you entered above.' Below this is a 'Submit Email' button. At the bottom, there is a 'Past Deliveries' section with a 'View Past Deliveries' button.

4. In the Email Receipts panel, select link "All individuals with Email".

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Directions: Select the member(s) you would like to email. To select more than one recipient below, hold down the ctrl/cmd key. To select more than one recipient below, hold down the ctrl/cmd key in order for the recipients to show up in the email list, you must enter them into the "Individuals" or "Groups" section of your member record.

Email Recipients

A screenshot of a dropdown menu titled "Email Recipients". The menu is open, showing a list of options. The first option, "All Individuals with Email", is highlighted with a grey background. Below it are several "Group:" entries: "Board of Directors", "Class Leaders", "Crystal Clear", "Men's Fellowship", "Missionary", "Pastors", "Stewards and Finance", "Stewards Board", and "Usher Board". A vertical scrollbar is visible on the right side of the list.

All Individuals with Email
Group: Board of Directors
Group: Class Leaders
Group: Crystal Clear
Group: Men's Fellowship
Group: Missionary
Group: Pastors
Group: Stewards and Finance
Group: Stewards Board
Group: Usher Board

5. In the "Email of Sender" panel enter your email address.

Email of Sender

mikemcnair@outlook.com



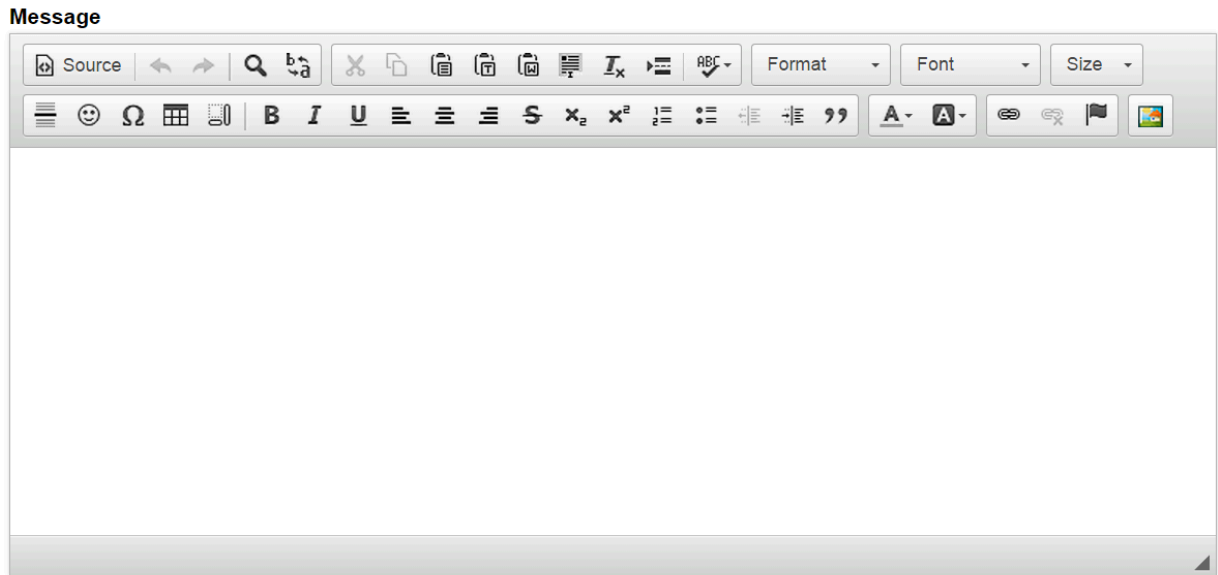
6. Enter a subject.

Subject

Member Notification:

7. Copy and paste text in to Message text box.

How To Send Email To The Church

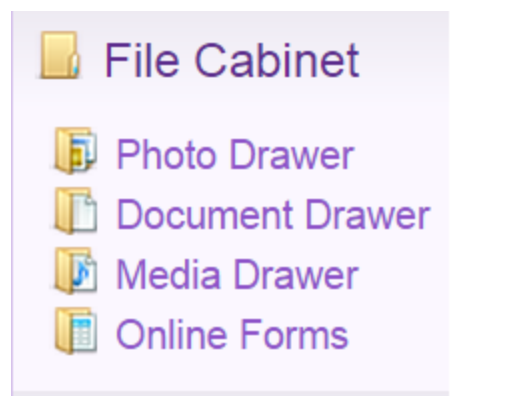


8. Click on the “yes” radio bottom next to the text "Would you also like this mass email to be added as a member bulletin?"

Would you also like this mass email to be added as a member bulletin?

- ☒ No
☐ Yes

9. To include an attachment you must first upload document to the Document Drawer and restart.



10. Click the Submit Email link to send.

How To Send Email To The Church

A copy will be sent to the email address you entered above.

[Submit Email](#)

